

EEOC TRAINING INSTITUTE
Cincinnati Technical Assistance Program Seminar Agenda
June 23, 2004

7:30 am Registration

8:30 am Seminar Begins

4:30 pm Seminar Ends

Agenda Highlights: Get inside information on how EEOC investigates complaints and how you can conduct your own internal investigation. Wonder how an applicant is defined in our web-based world? Come and hear from EEOC experts on this interesting topic. Have concerns about disability law, diversity, and mediation. Get your questions answered.

Keynote Speaker **Eric Dreiband**
General Counsel, EEOC

Seminar Topics Include:

EEOC Mediation

- Hear why successful companies choose to mediate charges of discrimination
 - Discover how EEOC mediation can save workplace relationships and your money
- Mary McLain, EEOC Mediator, Cincinnati Area Office*

How to Prevent, Investigate & Correct EEO Complaints

- How EEOC conducts an investigation
 - How your position statement is analyzed and assessed
 - Interactive introduction to basic investigative techniques and tools
 - Best procedures when complaints are received
 - How to conduct a neutral investigation
 - Defenses to avoid and how to limit your liability
 - Case scenarios
- Jeanne Mayfield, EEOC Enforcement Supervisor, Cincinnati Area Office*

Harassment

- Sexual harassment, racial harassment, and other prohibited harassment under federal EEO laws
 - What to include and leave out of anti-harassment policies
- Deborah B. Curtis, EEOC Enforcement Supervisor, Cincinnati Area Office*

Definition of Job Applicant for the Internet and Related Electronic Technologies

- Ideas and solutions from the EEOC, plaintiff and defense bars, and private industry
Lawrence Mays, Esq., EEOC Supervisory Trial Attorney, Cleveland District Office
Jeffrey A. Mullins, Esq., Attorney at Law, Coolidge, Wall, Womsley & Lombard
John P. O'Connor, Esq., Human Resource Manager, AK Steel Corporation
David Torchia, Esq., Attorney at Law, Tobias, Kraus & Torchia

Managing Diversity

- Developing a business case for diversity
- Top management's role
- Eliminating cultural bias while increasing cultural sensitivity and awareness
Wilma L. Javey, EEOC Director, Cincinnati Area Office

Americans with Disabilities Act

- Learn core elements of the ADA
- Obtain an interactive learning experience using real EEOC examples
- Participants will be able to ask questions relevant to their work situation
Jeffrey Stern, Esq., EEOC Senior Trial Attorney, Cleveland District Office

Ask EEOC

- Interactive training slide show presentation
- Information booth continuously staffed by EEOC Investigators
- Get answers to your questions from the experts

Comments from last year's seminar:

"Very good practical advice."

"Provided employers with an inside look. Helped diminish "fear" of EEOC."

"Excellent handouts. Will be able to take back and use in my organization."

"Well organized, ran on schedule (thanks!)."

"One of the more effective seminars I've attended."

Special Bonus: You will receive a searchable CD-Rom of the seven volume set of 2004 EEOC Technical Assistance Program resource books. You will also receive a manual prepared specifically for this seminar.

